Coles College Executive Committee Meeting
August 20, 2013
Summary Notes


Dean Schwaig welcomed everyone and gave a warm introduction to Tiffany Capuano, Dirk Duran Smith and Gayle Popham.

Tiffany is a Communications Professional with KSU University Relations. She is the Coles College liaison for any news for promotion to the general public and works closely with Mandy Brooks here in Coles. Tiffany actively seeks interesting and valuable stories about our faculty and students to share.

Gayle Popham is new to Kennesaw State University and is the Senior Director of Development for the Coles College of Business.

Dirk Duran Smith, MBA Career Coach, provides students guidance in articulating their value and professional presence in being hired. He is leading workshops to support the vision of growing people’s soft skills that include, resume writing, interviewing techniques and building a personal brand. These workshops involve all the intricate pieces in managing a successful career.

Dr. Sheb True, Assistant to the Dean for Special Projects and Director of the Coles College International Center spoke of the GAVE initiative. (Georgia Advancing Veterans Education) This program will give back to veterans in substantive education with helping them increase their chances for success in entrepreneurial business. This program will take their ideas and build a business plan template that includes strategy, branding and follow-up critique.

Dr. Kathryn Epps, Director of the School of Accountancy gave an update regarding student population at our Paulding County Campus.

Mandy Brooks, Assistant Dean and Lecturer of Management gave an update on the Coles College of Business website. There is behind the scenes work being done with design, content integrity, coding and testing. The live date should be the end of December. The Coles College brochures are being written by the same company and will be on the same timeline as the website.

Dean Schwaig closed the meeting with reminders of Coles Breakfast Series and Tetley Lectures for Fall.